

Sample Letter Giving Notice of Intent to Destroy Biological Evidence

RE: NOTICE OF INTENT TO DESTROY BIOLOGICAL EVIDENCE

[Insert date]

To Whom It May Concern:

Pursuant to Ohio Revised Code Section 2933.82(B)(5), I am hereby notifying your office that [insert name of governmental evidence retention entity] intends to destroy the biological evidence listed below.

This evidence will be destroyed on or about **one year from the date that you received this letter** unless the defendant files a motion requesting the testing of evidence under RC 2953.71 to 2953.81 or 2953.82, or you, or any other person notified in this manner, submits a written request for retention of the evidence listed below to [insert name of governmental evidence retention entity] at the address listed below.

Defendant's name: _____

Victim's name: _____

Evidence items: _____ [List or include attachment] _____

Conviction offense(s): _____

Conviction date: _____

Court: _____

Case number: _____

Sincerely,

[Insert Governmental Evidence Retention Entity]

[Address]

[City, State, Zip]

[Phone Number]